

**National Archives & Records Administration - Waltham, Massachusetts**  
**Request Form for Obtaining Copies of Criminal Cases**

Request Rec.  
Date/Time

**Area served: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont**

<b>Case Information</b>			<b>Delivery Method</b>	<input checked="" type="checkbox"/>
Court Location	Case Name(s)	Case Number	FAX	
			Mail	
Transfer number	Box number	Location Number	Pick-Up	
			FEDEX	
<b>Searcher</b>	<b>Date</b>		<b>Payment</b>	<input checked="" type="checkbox"/>
			Paid	
<b>Remarks</b>			Payment Due	

**Order Information**

Please check the package desired.

**Package A – Pre-Selected Documents.**

☐ Copies not Certified \$10.00

☐ Copies Certified \$16.00

**Documents included:**

- Judgement
- Commitment or Probation/Commitment Order or Sentence
- Indictment

**Package B – Specific Documents. 60 page limit.**

☐ Copies not Certified \$30.00

☐ Copies Certified \$36.00

A copy of the case docket sheet must be included with the request form. Please circle the document(s) to be copied.

**Package C – Entire Case File. 70 page limit.**

☐ Copies not Certified \$35.00

☐ Copies Certified \$41.00

**Package D – Docket Sheet.**

☐ Copies not Certified \$10.00

☐ Copies Certified \$16.00

### Copy Return Information

#### 1. Mail copies to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime telephone number: (\_\_\_\_\_) \_\_\_\_\_

#### 2. FAX copies to:

Fax number: (\_\_\_\_\_) \_\_\_\_\_

Attention: \_\_\_\_\_

Daytime telephone number: (\_\_\_\_\_) \_\_\_\_\_

### Submit Completed Request

#### Mail to:

NARA, Northeast Region – Boston  
Research Room  
380 Trapelo Road  
Waltham, MA 02452-6399

#### Fax to:

781-663-0153

### Payment

1. Make check or money order payable to: NATF.
2. We accept most major credit cards.

### IMPORTANT INFORMATION

1. If your package exceeds the page limit, you will be charged \$.50 per copy for each additional page copied.
2. Orders can be sent by overnight delivery (FEDEX) at the requestor's expense.
3. Questions? Concerns? Contact our Research Room staff toll free at 866-329-6465, Monday – Friday (excluding Federal holidays), 7:30 am to 4:30 pm.

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### Credit Card Payment Information

Card type: \_\_\_\_\_

Name on card: \_\_\_\_\_

Account number: \_\_\_\_\_

Expiration date: \_\_\_\_\_